SIS 2000+ Training Guide

Student Profile

Using Enrollment

Purpose

The Student Profile is a read-only interface for viewing consolidated information on individual students. It includes Activities, Attendance, Behavior, Health, Schedule, Test Scores, Transcript, and General information.

Accessing Student Profile

From the SIS 2000+ Main Menu, click the **Enrollment** icon. From the Enrollment Menu, click the **Profile** button.



Student Profile "General" Screen

Student Banner

Demographic Data

Demographic data for the selected student is displayed in a banner at the top of the program screen.

Command Buttons

The right side of the banner includes three student detail buttons. These buttons provide access to Enrollment History, Student Contacts, and Student Picture.

Group Selection Buttons

The group selection buttons are located at the lower right side of the banner. These buttons are viewing tools that allow you to search for Active, All, Future, or Inactive students.

Profile Information Screen Buttons

The eight buttons at the bottom of the screen will access a variety of information from other SIS 2000+ modules. These include the following:

General

The General screen provides a summary of demographic information from several areas of the Student Editor. "General" is the default opening screen.

Activities

The Activities screen summarizes data from the Activities and Awards application.

Attendance

The Attendance screen displays student attendance data.

Behavior

The Behavior screen shows conduct information from the Behavior application.

Health

The Health screen displays information from the Health module.

Schedule

The Schedule screen displays the student's current schedule.

Test Scores

Test information for a selected student is displayed on the Test Scores screen.

Transcript

Transcript information from the Student Academic History program can be viewed on the Transcript screen.

Search for a Student

There are three ways to search for a student:

Scroll Search

The **VCR** arrow buttons at the bottom of the screen will allow you to scroll forward or backwards through the selected group of students.

Find Button

Click **Find** (or Alt+F on the keyboard) to activate the search screen. You may enter data in one or more of the following fields: Students ID Number, Last Name or Partial Last Name, First Name or Partial First Name. If there is more than one student with the same information as entered for the search, a list of candidate names will appear. Highlight the student and click **Select**.

List Search

Use the **List** button to display an entire listing of the students in the selected group, alphabetically by last name, with their Student ID numbers in {brackets}. Scroll up or down to find a student, highlight the name, and click **Select**.

Shortcut: jump directly to the beginning of any alphabetical position in the list by typing the desired letter on the keyboard.

View Data

Click on the various Profile information screen buttons to view data for the selected student. All data is read-only, with the exception of the General screen.